

## KITTERY ECONOMIC DEVELOPMENT COMMITTEE – MINUTES – APPROVED 10-14-14

June 10, 2014

Regular Meeting

Conference Room A

In light of the screen/lighting/projector setup, the Chairman presented Item 6, “How to Start Your Kittery Business Checklist”, out of order. He explained that the task had not progressed as far as hoped, and only the first couple of pages of the first checklist had been started on the alpha development website.

He noted that the previously provided written concept would result in several pages of the question-answer-link-source document hierarchy; and, as displayed, users would be able to review their needs, click on their question and be presented with the documentation, or be sent to an appropriate link such as a state agency. Discussion ensued on where the capability would reside and how it would be maintained. Some alternatives were mentioned with the conclusion that it wouldn't be ready for two or three months and the question would be answered at that time.

Town Manager Colbert Puff expressed concern about the proliferation of websites and that one of her goals was to come to terms with a central supportable platform.

There was general agreement that that the concept was headed in the right direction. The Chairman will return with a complete version along with that for Commercial Development in Kittery at the earliest opportunity.

1. Call to Order

Chairman Beers called the meeting to order at 4:05pm.

2. Roll Call

Answering the call were Chairman Gary Beers, John Carlson, Patrick Trevino, Stephen Kosacz, George Dow, Gerald Mylroie, and Nancy Colbert Puff. Councilor Charles Denault and Ann Grinnell were absent. Ms. Colbert Puff left the meeting at 4:30pm.

3. Agenda Amendment/Adoption

The Chairman offered one amendment to add “Directions Postcard” to Item 6, Committee Reports, and without objection, cast one vote to adopt the Agenda as amended.

4. Acceptance of Previous Minutes.

Without objection, the Chairman cast one vote to approve the minutes of meetings on 05/27/14 as presented.

5. All items involving visitors / requested officials. None.

6. Committee Reports.

The Chairman presented a final draft of the EDC Brochure and said that upon review of all the text in the center sections he could not reduce it all to bullet points and felt that all the information was important to convey the whole Kittery business environment. After discussion, the Committee agreed and approved the draft for publication. The Chairman will send it to the Town Manager to proceed.

The Chairman presented a rudimentary version of a map and driving instructions for the Directions Postcard question. Lengthy discussion took place with Mr. Mylroie providing examples of a commercial advertising map featuring Portsmouth and Kittery; and, several versions of two-sided single entity advertising cards with maps. Mr. Kosacz spoke at length in favor of the commercial map version.

Mr. Mylroie agreed to contact the publisher to see if a Kittery-exclusive version could be produced. Interest was strongly expressed in the two-sided style with a cartography–graphic map in lieu of aerial photo. The Chairman stated he believed that was outside the skill set of Committee members and would require a professional. He requested Mr. Mylroie query the Town Manager on whether funds may be available in the Town budget to support such an endeavor.

The Chairman stated that he was waiting to meet with Ms. Colbert Puff to address an approach for a feasibility study proposal with four EPA certified firms from the local area on the Combined Heat & Power – Natural Gas issue.

#### 7. Unfinished Business

Mr. Dow spoke to his draft of the Economic Development Plan Executive Summary. Mr. Carlson felt that it needed some specific highlight statements. The Chairman pointed out that the Summary would be a part of the required Report to Council when the Plan is presented, as stated in Council Policy. Mr. Carlson and Mr. Dow agreed to discuss and refine the Summary and the Chairman will draft the overall Report in the proper format.

#### 8. New Business

Mr. Mylroie provided an explanation of the proposed revisions and status of Kittery Town Code Title 16 Land Use and Development sections on signs and the features of the Kittery Design Handbook. After brief discussion, the Committee decided to address the question at its next meeting.

The Chairman opened the floor to nominations to elect its Chairman and Vice Chairman for FY15. Mr. Mylroie nominated Mr. Dow for the position of Chairman commencing July 1<sup>st</sup>, 2014, seconded by Mr. Carlson. With no other nominations, a roll call vote was held with all in favor. Mr. Mylroie nominated Mr. Trevino for the position of Vice Chairman commencing July 1<sup>st</sup>, 2014, seconded by Mr. Carlson. With no other nominations, a roll call vote was held with all in favor.

The Chairman opened the floor to consideration of revision or amendment to its charter and organization for FY15. Mr. Mylroie moved to establish the position of Secretary and appoint Mr. Beers, seconded by Mr. Carlson. No other changes were suggested. As an administrative matter, the ayes and nays were called. With all in favor the motion carries.

#### 9. Committee Member Issues or Comments

The Chairman noted that the 2014 Work Plan listing provided had been updated.

#### 10. Meeting Schedule & Adjournment

NEXT MEETING: June 24, 2014

ADJOURNMENT: Motion to adjourn by the Chairman. Seconded by Mr. Carlson. All in favor. Meeting adjourned at 5:43PM.

Posted: tbd